

DATE _____

LETTER AUTHORIZING PERMANENT OFFICIAL STATION

TO: _____

1. Pursuant to authority vested in me, your official station is hereby established as _____, and travel to such station from _____ is hereby ordered and approved with temporary duty in Washington, D. C., authorized en route.
2. This travel is to be effected as soon as practicable. The travel is not for your convenience or benefit, or at your request, but in the best interests of the Government. The reimbursement of travel expenses is authorized in accordance with Public Law 600. Per diem in lieu of subsistence is authorized and shall be in accordance with the provisions of Administrative Order No. 42. Living and quarters allowances at the rates authorized by Budget Circular A-8 shall be paid, effective upon arrival.
3. In accordance with the provisions of EO 9805, and subject to the availability of funds, the shipment at Government expense of your household goods and personal effects, including packing, crating, unpacking, uncrating, drayage, and temporary storage not to exceed sixty days, within the prescribed weight allowance, is authorized.
4. Subject to the availability of funds, the movement of your immediate family at Government expense is authorized in accordance with regulations prescribed in EO 9805.
5. Authorization for the shipment of a personally owned automobile at Government expense, when consistent with the regulations of the organization as set forth in current directives, is hereby granted.

(Approving Officer)

*Travel Expenses
Procedures + Regulations*
10-2-74